

Official Proceedings of the Civil Service Board Meeting  
Held Tuesday, August 4, 2009  
4:45 p.m - City Council Chambers

Members Present: Portia Johnson, Robert Zallar, John Schwetman

1. APPROVAL OF MINUTES
  - A. Minutes of July 7, 2009 - **Approved**
  
2. APPROVAL OF ELIGIBLE LISTS
  - A. Customer Service Leadworker (Promo) - **Withdrawn**
  - B. Heavy Equipment Mechanic (Promo) - **Approved**
  
3. APPROVAL OF NEW/REVISED JOB DESCRIPTIONS
  - A. Bid & Contract Assistant (New) - **Approved**
  - B. Budget & Operations Analyst (New) - **Approved**
  - C. Manager, Payroll/Personnel Systems (Revised) - **Approved**
  
4. APPROVAL OF ADVERTISING

Request to Revise Agenda: Heavy Equipment Operator (Open & Promo) - **Added**

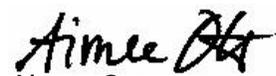
  - A. Customer Relations Supervisor (Open) - **Approved**
  - B. Manager, Payroll/Personnel Systems (Promo) - **Approved**
  - C. Police Officer (Open) - **Approved**
  - D. Safety & Training Specialist (Open) - **Approved**
  - E. Heavy Equipment Operator (Open & Promo) - **Approved**
  
5. REQUEST TO REVISE ADVERTISING
  - A. Maintenance Worker (Open & Promo) - **Approved**
  
6. OLD BUSINESS

None
  
7. NEW BUSINESS
  - A. Informational - Notice of Layoffs and Demotions in the Duluth Public Schools - **Information Received**
  
8. APPEALS

None

There being no further business to come before the Board, the meeting was adjourned at 6:03 p.m.

Respectfully submitted,



Aimee Ott

Clerical Support Technician